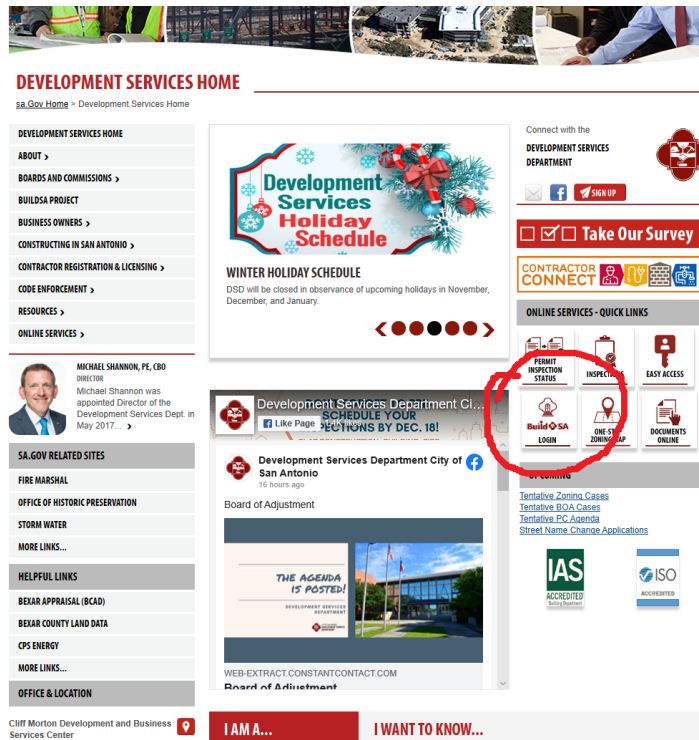
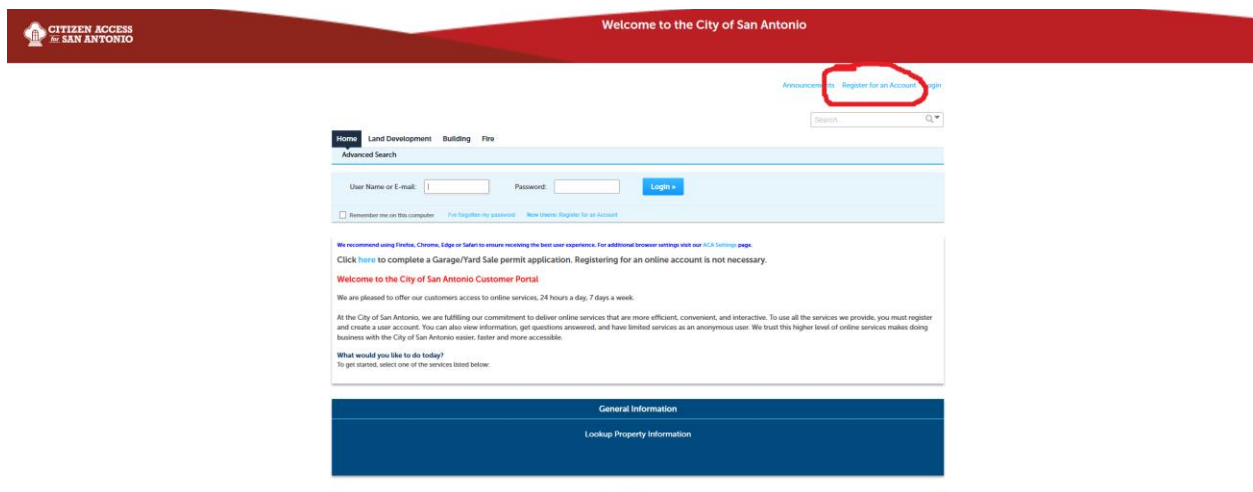


# HAZMAT PERMIT TUTORIAL

- 1) Go to [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)
- 2) Click on BuildSA icon

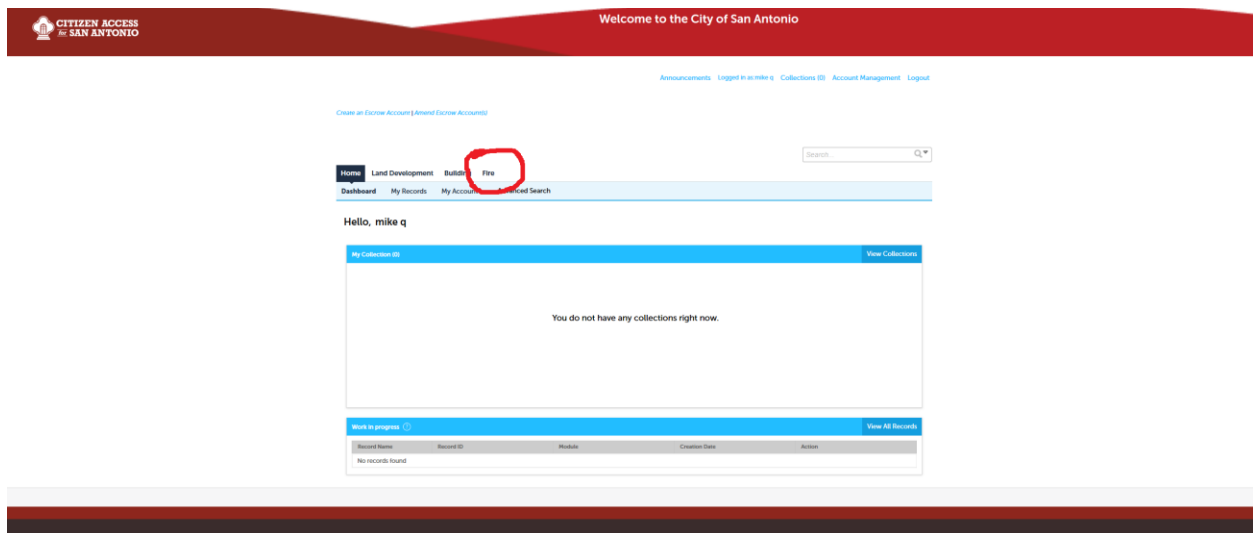


- 3) Create login if you have not already created a BuildSA login.
- 4) After creating your login, enter your username and password and click login

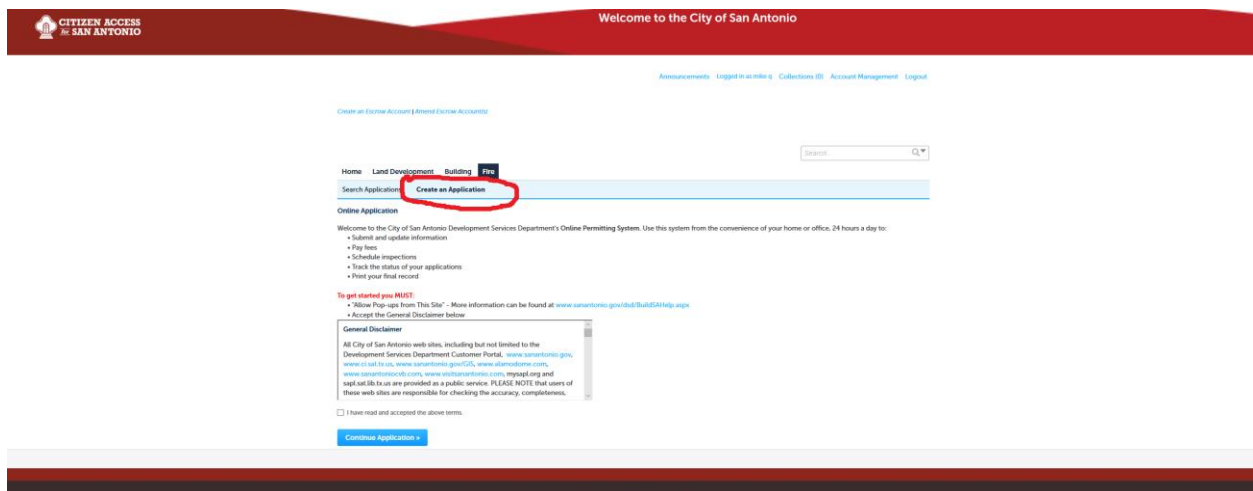


# HAZMAT PERMIT TUTORIAL

5) Click on Fire



6) Then click Create an Application and continue



# HAZMAT PERMIT TUTORIAL

## 7) Click on HazMat application

The screenshot shows the 'CITIZEN ACCESS - SAN ANTONIO' portal. The top navigation bar includes 'Welcome to the City of San Antonio' and links for 'Announcements', 'Login or Register', 'Collections (0)', 'Account Management', and 'Logout'. Below the navigation bar, there's a search bar and a breadcrumb trail: 'Home > Land Development > Building > Fire'. The 'Fire' tab is active. Under the 'Fire' tab, there's a 'Search Applications' and 'Create an Application' link. A 'Select a Record Type' section is visible, with a list of application types: 'Fire Annual Permit Application', 'Fire HazMat Application' (highlighted with a red box), 'Fire License Registration Application', 'Fire Life Safety System Application', and 'Fire Systems Permit Application'. A 'Continue Application' button is at the bottom.

## 8) Enter property information, contact information and then application information

The screenshot shows the 'Fire HazMat Application' form. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Home > Land Development > Building > Fire'. The 'Fire' tab is active. Under the 'Fire' tab, there's a 'Search Applications' and 'Create an Application' link. A 'Select a Record Type' section is visible, with a list of application types: 'Fire Annual Permit Application', 'Fire HazMat Application' (highlighted with a red box), 'Fire License Registration Application', 'Fire Life Safety System Application', and 'Fire Systems Permit Application'. A 'Continue Application' button is at the bottom.

**Step 3: Application Information > Application Detail**

**Detail Information**

\*Application Name:

General Description:

Detailed Description:

**Custom Fields**

**GENERAL INFORMATION**

Scope of Work:

Type of Request:

Is this a Retail Service Station?: ☐ Yes ☐ No

Facility Name:

Month Opened:

Year Opened:

Single Largest Type of Hazardous Material:

Other Hazardous Material at this Location:

Please enter the maximum aggregate quantity of the above listed material by volume in gallons/cubic feet OR by weight in pounds.


Maximum Aggregate Quantity of Hazardous Material (gallons/cubic feet OR by weight in pounds):

## PERMANENT PERMANENT POTENTIAL

9) Add any desired documents



10) Review, make payment and submit your application



**CITIZEN ACCESS**  
*for* **SAN ANTONIO**

Welcome to the City of San Antonio

How would you like to make the payment?

☐ Credit Card ☐ Bank Payment

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